

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Subject: UIF Claim Application

Dear [Recipient Name],

I am writing to formally submit my claim for the Unemployment Insurance Fund (UIF) benefits. My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Date of Termination: [Date of Termination from Employment]
- Last Employer: [Employer's Name]
- Contact Number: [Your Phone Number]

Please find attached all necessary documents including my ID copy, termination letter, and UIF registration form.

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]